

NOW HIRING!



Site Coordinator (Elementary) – Full Time

Organization Summary:

Communities In Schools works to ignite hope in kids so that they can succeed in school, graduate and be prepared for life. CIS addresses the barriers that get in the way of success. CIS Site Coordinators literally bring the community, and all the ways it can help, into the schools. This is how we surround kids with whatever it takes—from tutors and food assistance to health services and college visits—so they can start strong and keep moving forward.

Position Summary:

The Site Coordinator (SC) is responsible for implementing the Communities In Schools (CIS) Integrated Student Services (ISS) model within an elementary building. The position assesses students' needs, develops both building-level and individual student plans to address those needs to remove obstacles to student success. The SC develops, oversees and manages resources and strategies to improve student success in school and in life as measured by proficiency in academics, behavior and school day attendance. The position coordinates and supports a site team (including interns, designated community resource providers and volunteers) to achieve CIS goals and implement a building site operations plan. They connect the right resources to the right students at the right time to meet school-wide and student specific needs and monitor and adjust plans based on progress assessments.

The Site Coordinator is a primary representative of CIS within his/her/their building and is responsible for assuring effective relationships with all building stakeholders—principal, teachers, support staff, parents, etc. She/he/they collaborates with other CIS staff within the building, including the After-School Coordinator, when applicable, and school staff to ensure that effective Tier I (school-wide) and Tier II & III (individual student) services are in place to effectively address student needs. The SC provides case management services to designated students and fulfills all requirements associated with that role.

The SC is the internal bridge builder within the school, making connections between students and resources, parents and resources, teachers and providers, etc. The SC engages parents to assure that students are able to receive maximum support for success. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC provides leadership to internal and external stakeholders on behalf of CIS to implement the Integrated Student Services model.

This full-time position work schedule is 40 hours per week, 43 weeks per year and is benefits eligible.

Position Qualifications:

- Bachelor's degree or equivalent in child development, social work, public administration, education or related area plus a minimum of two (2) years of relevant experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families.
- Valid Michigan driver's license, availability of a vehicle and vehicle insurance.
- Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with school staff, parents, students, volunteers, service providers and other team members. Ability to establish credibility with school personnel.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Supervisory and/or management experience highly desirable.
- Appreciation and embracement of diversity and inclusiveness.

If you are all in for kids and would like to be considered for an interview, please submit your cover letter and resume to Colleen Loc, HR Manager, cloc@ciskalamazoo.org. To help ensure your submission is received, please reference this position title in your subject line.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.